

PRINCIPAL'S TESTING PROCEDURE CHECKLIST

Utah's U-PASS PROGRAM

District information Sheet

Instructions: Complete, sign, and return to district assessment director along with the student answer sheets.

Principal: Please Check Each Item When Completed

- ___ 1. I have reviewed with **all educators involved with state testing**, the 'Standard Test Administration and Testing Ethics Policy', 'Standard Test Administration and Testing Ethics Training PowerPoint', distributed 'Standard Test Administration and Testing Ethics FAQ's', and received signatures on the 'Standard Test Administration and Testing Ethics Teacher Signature' forms from **all educators involved with state testing**.
- ___ 2. I have received sufficient test material from the district and recorded counts below. I have distributed sufficient materials to each test administrator
- ___ 3. Tests were administered during the dates specified by the state and the district.
- ___ 4. I personally monitored the administration of tests in my school.
- ___ 5. After testing, all booklets were checked for misplaced answer documents. Prior to sending answer documents to USOE, a checklist was completed for each batch to ensure that answer documents were ready for scoring.
- ___ 6. After all testing was completed, I accounted for all test booklets sent to the school and returned them to a secure storage area designated by the district.
- ___ 7. All student answer documents and other required forms were returned to the district assessment director.

Count of Materials Received from District Office

	3rd grade	5th grade	8th grade
Student Booklets			
Answer Documents			
Test Admin Manual			

Count of Materials Returned to District Office

	3rd grade	5th grade	8th grade
Student Booklets			
Answer Documents			
Test Admin Manual			

(over)

Describe how, and by whom, the test was administered in your school:

Please note any testing irregularities which occurred in your school:

Name: _____ School: _____
Type or print

Signature: _____ Date: _____